

State Water Resources Control Board

Division of Drinking Water

Submitting an Amendment Application

Want to add a new method or methods to your current scope but not in a renewal year? You'll need to submit an amendment application.

Please electronically submit the following documents by sending them as attachments to an email addressed to elapca@waterboards.ca.gov. The application and Fields of Testing forms can be found on our website at www.waterboards.ca.gov/ELAP.

1. **Signed ELAP 001 Application** (PDF), *(fill out application, print, sign and date, scan)*
2. **Signed Fields of Testing forms** (PDF), *(populate spreadsheets with "Y" in column to indicate you are requesting certification for that method/analyte, print, sign and date, scan)*
3. **Applicable Sections of your Quality Assurance Manual and SOPs** (PDF), *(for requested methods)*
4. **FOT Worksheets** (Excel files), *(attach the same Fields of Testing files that you printed and signed in item #2 as Excel files so that we can directly upload your requested methods/analytes to our database)*
5. **Acceptable Proficiency Testing results** for requested methods/analytes and raw
6. **Data Package** for requested methods

Submit the appropriate payment to:

State Water Resources Control Board Accounting Office
ATTN: ELAP FEES
PO Box 1888
Sacramento, CA 95812-1888

Or

State Water Resources Control Board Accounting Office
ATTN: ELAP FEES
1001 I Street, 18th Floor
Sacramento, CA 95814
(physical address for courier services)

The fee is \$452.00 per Field of Testing (FOT) that you are amending. If you are adding a single method in a single FOT, your fee will be \$452.00. If you are adding methods in multiple FOTs, multiply \$452.00 by the total number of FOTs.

Number of Fields of Testing Requested times the Field of Testing Fee = Total Fee
_____ = \$ _____
Number of FOTs X \$452 = Total Fee Amount